



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## STAFF ASSISTANT

Job Number: 20001833

Job Code: 96190V130416

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 09/16/1989

Job Revised: 04/16/2013

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as a chief administrative support position for a Cabinet Secretary, Commissioner or Executive Director in the analysis, formulation and administration of multi divisional and/or intra cabinet budgeting, policy planning and management policies with regard to programmatic areas assigned to that department or office; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree

#### **EXPERIENCE:**

Must have six years of administrative or management experience.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Additional administrative, management or research experience will substitute for the required education on a year for year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews program, management and policy issues that cross division/agency lines and develops recommendations and reports for the department/executive director. Requires studies, reports and analysis by agency/office staff and requests studies, reports and analysis by other organizations. Performs evaluation of integrated functions as they affect departmental/office programs and proposes program improvements. Reviews, analyzes, writes and monitors correspondence written for the department/executive director for accuracy and conformity with policies and procedures and returns such correspondence to the originator for correction. Acts as liaison between department/office head and other agencies and organizations. Serves on task forces, ad hoc committees and commissions as designated by the commissioner/executive director. Interprets departmental policy to agency employees and the public. Meets with state, local and federal officials to facilitate the coordination of intergovernmental programs. Assists the department/executive director in the preparation and presentation of testimony before legislative committees.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Minimal travel may be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*